



# COUNTY OF LOS ANGELES

## Internal Services Department

1100 North Eastern Avenue  
Los Angeles, California 90063



United We Stand

DAVE LAMBERTSON  
Interim Director

TO ENRICH LIVES THROUGH EFFECTIVE AND CARING SERVICE

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May 21, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE CONSULTANT SERVICES CONTRACT  
FOR VARIOUS PROJECTS  
(ALL DISTRICTS – 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Interim Director of Internal Services Department (ISD) to finalize and execute a Consultant Services Contract with Vanir Construction Management, Inc. to provide project and construction management services to ISD Facilities Operation Services (FOS) for a term of one-year with two (2) one-year renewal options, with a not to exceed amount of \$2 million per year.
2. Authorize the Interim Director of ISD to exercise the renewal options under the terms of the Contract.
3. Authorize the Interim Director of ISD to sign and execute any amendments for necessary changes under the terms of the contract.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The current contract expires on June 30, 2003. The recommended Contract is to ensure continuation of project management services in the areas of alterations and improvements, facilities maintenance and operations, and energy management services for County-owned, and/or leased facilities.

**Implementation of Strategic Plan Goals:**

The award of this Contract supports the County's Strategic Plan Goals No. 1 and No. 4 for Service Excellence and Fiscal Responsibility respectively by effectively managing County resources.

**FISCAL IMPACT/FINANCING:**

Funding will be provided through a combination of the Utilities Budget and ISD appropriations for Fiscal Year 2003-04. ISD will only incur construction/project management expenditures to the extent that they are offset through billings to other County departments requesting the work. Energy program costs will be offset by client billings in the utilities budget. Funding in subsequent fiscal years will be budgeted on an annual basis. The annual contract value will not exceed \$2 million.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

A standard services contract is being used for these services, which has been approved as to use by County Counsel. The Contract contains provisions for termination of services upon prior written notice and for annual renewal based on available funding from year- to- year with the total contract period not to exceed three years.

The Consultant Services Contract also requires the Firm to offer employment to qualified County employees on re-employment lists or who are targeted for layoff, as well as qualified GAIN/GROW participants for employment openings. In addition, the Jury Service Program and Safely Surrender Baby Law clauses are part of the contract.

The Contract also provides that the Firm must comply with the Child Support Compliance Program. The Child Support Services Department has confirmed that Vanir Construction Management, Inc. has filed a Principal Owner Information Form with their office. In addition, the Firm is in compliance with all Board, CAO, and County Counsel requirements.

The Firm will not be asked to perform services exceeding the approved Contract amount, scope of work, or contract period of performance.

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The department has evaluated and determined that the Living Wage Program (County Code 2.201) does not apply to the construction/project management services, as this Contract is for non-Proposition "A" services.

Upon completion of negotiations, the Contract will be presented to County Counsel for approval as to form.

**CONTRACTING PROCESS:**

On March 18, 2003, ISD issued a Request for Proposals (RFP) for as-needed construction/project management consultant services. Notice of the solicitation was also posted on the County's website. A Proposers' conference was held on March 25, 2003 to discuss project requirements. Proposals were received from five (5) firms by the April 10, 2003 submission deadline. An Evaluation Committee consisting of ISD representatives evaluated the responses in accordance with the evaluation criteria in the RFP and recommended Vanir Construction Management, Inc. as the highest ranked proposer to provide the required as-needed construction/project management consultant services.

Community Business Enterprise (CBE) Program participation information for the five firms is shown in Attachment A. The proposed Firm was selected without regard to gender, race, creed, or color for award of a contract.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

This is a re-solicitation of an existing contract; there will be no County employee impact as a result of the award of this Contract. The proposed Consultant Services Contract is intended to augment ISD's staff on an "as-needed" basis.

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**CONCLUSION:**

The proposed Consultant Services Contract will provide the resources necessary for ISD to provide timely facility project services to County departments and agencies. The Executive Office is requested to return one stamped copy of the approved Board letter to the Interim Director, ISD.

Respectfully submitted,

DAVE LAMBERTSON  
Interim Director

DL: TT: hy  
Attachment

c: Chief Administrative Officer  
Executive Officer, Board of Supervisors  
County Counsel

F:/CM Services Board Letter

**FIRM/ORGANIZATION INFORMATION AS PROVIDED BY CONTRACTORS  
CONSTRUCTION/PROJECT MANAGEMENT SERVICES**

This information was gathered for statistical purposes only. On final analysis and consideration of award, selection was made without regard to gender, race, creed or color.

FIRM INFORMATION		Clarence J. Broussard & Associates, Inc.	gafcon	The JCM Group	3D/International, Inc.	Vanir Construction Management, Inc.
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership
OWNERS/PARTNERS	Black/African American	100	0	0	2	0
	Hispanic/Latin American	0	0	5	6	80
	Asian American	0	0	0	2	0
	American Indian/Alaskan	0	0	0	0	0
	All others	0	100	91	90	20
	Women (included above)	0	100	4	16	0
			<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
MANAGER	Black/African American	1	0	1	32	3
	Hispanic/Latin American	0	6	3	41	3
	Asian American	2	1	2	10	1
	American Indian/Alaskan	0	0	0	2	0
	All others	0	22	22	254	31
	Women (included above)	0	11	3	76	4
STAFF	Black/African American	2	1	6	8	19
	Hispanic/Latin American	1	8	3	25	30
	Asian American	1	1	2	8	23
	American Indian/Alaskan	0	1	0	1	2
	All others	2	23	13	90	184
	Women (included above)	2	15	13	100	106
TOTAL # OF EMPLOYEES		9	63	52	471	296
BUSINESS STRUCTURE		Corporation	Corporation	Corporation	Corporation	Corporation
Certified as Minority, Women, Disadvantaged or Disabled Veteran Business Enterprise?		WMBE, DBE/MBE	NO	NO	NO	YES
CERTIFYING AGENCY		WMBE Clearinghouse, California Unified Certification Program				LA County Office of Affirmative Action